

Iowa Department of Management

Contract Compliance

Annual Report

FY 2002

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Targeted Small Business (TSB) Program **Procurement and Compliance Overview**

Iowa Code Chapter 19B.7 requires the Iowa Department of Management (DOM) to prepare an annual report regarding contract compliance activities and submit it to the Governor and General Assembly. DOM is responsible for compliance with state programs emphasizing equal opportunity through targeted small business, affirmative action, and contract compliance programs.

Iowa Code 19B.6 requires DOM to oversee implementation of and assure compliance with the state's affirmative action program. Iowa Code 19B.5 (2) requires the Department of Personnel to annually submit an affirmative action report to DOM. The report includes the State's activities related to obtaining and maintaining a work force that mirrors the available work force in Iowa. Iowa Code 19B.5 (3) requires the Board of Regents to report affirmative action accomplishments for the Regents' institutions to DOM.

Iowa Code 19B.11 requires that the Department of Education compile and submit to DOM an annual affirmative action report for school districts, community colleges and AEAs.

Targeted Small Business (TSB) compliance is authorized by Iowa Code Chapter 19B.7. DOM is required to promote equal opportunity in all state contracts and services. Iowa Code Chapters 73.16-73.19 requires the establishment of TSB procurement provisions through the Departments of Management, Inspections and Appeals and Economic Development.

Contract compliance is provided for in Iowa Code Chapter 19B.7 which authorizes DOM to develop and implement policy as well as monitor equal opportunity activity.

This report will provide an overview of the State of Iowa's Targeted Small Business Program and efforts to assure equal opportunity through targeted small business procurement and affirmative action during FY 2001.

FY 2002 Accomplishments

Because resources continue to be limited, the Targeted Small Business Task Force has continued to “institutionalize” the TSB initiatives that have grown from the original Task Force recommendations:

- The website dedicated to TSB state procurement opportunities continues to be updated on a daily basis. The website has become a valuable tool for TSBs as information is posted to this site 48 hours in advance of the general vendor community.
- The TSB mentoring and contract outreach program continues. Currently through the mentoring program, 16 TSB contracts have been initiated with newly certified TSBs, resulting in purchasing, utilizing these contracts, of \$514,000.

One TSB, Eagle Communications, sponsored from the mentoring program, said: “With the way the economy turned last fall and damages to my building, I was about to shut the doors and close. Then we implemented this TSB contract in November and since then things have been booming.”

- The TSB brochure entitled “How to Do Business With the State of Iowa” continues to be widely distributed at TSB events. The brochure is loaded with useful information on websites and purchasing contacts within Iowa state government.
- “How to Do Business with the State” training seminars have been very successful. Three events were held around the state this year. TSB attendees are given practical and in-depth information, guidelines and handouts outlining contracts, goods and services that state agencies need. Each event provides an excellent networking opportunity for TSBS and state procurement officials alike. Feedback received from TSB attendees continues to be very positive.
- The enterprise resource planning (ERP) effort, also known as I/3 – Integrated Information for Iowa is now being implemented. E-procurement, one element of the integrated management system, will significantly enhance the ease and efficiency for vendors, including TSBs, and government, alike, to engage in procurement opportunities. It is expected that this component will be up and running in 2004.

FY 2003 Objectives

For FY 2003, the Department of Inspections and Appeals and the Department of General Services have entered into an interagency agreement with the Department of Economic Development to continue the state's focus on TSB issues.

The results we hope to achieve are:

- Create a web-enabled directory of targeted small businesses that lists TSBs by category of goods or services offered.
- Enhance TSB website to include:
 - Links to other sites and resources that may be of use to TSBs
 - Frequently asked questions
 - An application for TSB financial assistance
 - A copy of the TSB Annual Procurement Report
 - Improved information on the TSB certification program, financial assistance program, TSB marketing and outreach, and procurement opportunities
- Increase the number of TSB contracts created as a result of the TSB mentoring and contract outreach program.
- Conduct three "How to Do Business With the State" training seminars throughout the state.
- Coordinate the state agencies' input and TSB access to the TSB state procurement opportunities website.
- Consistent, accurate and comparable TSB purchasing volume information from each state agency. On a quarterly basis, each state agency will be required to report a base and an adjusted TSB procurement volume. Therefore TSB purchasing information will, in reality be a range of purchasing volume – base volume to provide the most consistent comparison across state agencies, and adjusted to more accurately reflect the true opportunity a state agency has to purchase needed goods and services from TSBs.

TSB Financial Assistance

FY 2002 TSB Financial Assistance Program (TSBFAP) (Source: Iowa Dept. of Economic Development)

The purpose of the TSBFAP is to provide financial aid for certified TSBs. From 1988 to the end of FY'02, six -hundred and twenty-eight (628) TSBs received funding. As of July1, 2002 the total amount invested in TSBs was \$8,136,045.

Thirty-three (33) awards were made in FY 02 with an average of \$13,572 per award.

With the State's investment we were able to leverage \$2,545,277 in out-side funding for the TSB's businesses.

| | |
|--|--------------------|
| Funds Received from General Fund Appropriation | \$178,804 |
| Plus: FY' 01 Carry over | \$785,000 |
| Plus: FY' 01 Recaptures | \$ 54,000 |
| Plus: FY'00 Repayments | \$275,000 |
| Subtotal: | <u>\$1,292,804</u> |
| Less: Program Administration | 105,923 |
| Less: Total Awards FY01 | 447,881 |
| Less: Budget Reduction FY02 | 501,000 |
| Estimated FY 2002 carry over | <u>\$ 238,000</u> |

Agency Procurement Summary

| Agency | YTD Total Spending | YTD TSB Spending | YTD TSB % |
|---------------------------------|--------------------|------------------|-----------|
| Agriculture/Land Stewardship | 3,388,536.28 | 1,407,140.31 | 42% |
| Soil Conservation 013 | 1,815,995.80 | 345,736.33 | 19% |
| Attorney General | 120,783.38 | 48,082.68 | 40% |
| Attorney General Pros. Atty | 6,012.04 | 3,891.17 | 65% |
| Cons. Advocate | 16,774.73 | 9,432.63 | 56% |
| Auditor | 180,172.61 | 859.25 | 0% |
| Blind | 611,021.34 | 18,394.95 | 3% |
| Board of Regents | 254,933,146.00 | 8,179,186.00 | 3% |
| Civil Rights | 27,426.72 | 3,216.15 | 12% |
| College Aid | 262,851.79 | 6,579.28 | 3% |
| Commerce | 705,535.23 | 272,119.56 | 39% |
| Corrections-Central Office | 3,343,890.41 | 2,083,641.49 | 62% |
| Community Based | 5,825.40 | 1,432.40 | 25% |
| Training Academy | 19,914.98 | 0.00 | 0% |
| Parole Board | 52,710.07 | 23,638.00 | 45% |
| Anamosa-243 | 322,750.46 | 39,039.57 | 12% |
| Anamosa- 250 | 3,200,104.12 | 214,375.54 | 7% |
| Clarinda | 259,174.14 | 26,550.81 | 10% |
| Fort Dodge | 723,159.23 | 434,592.37 | 60% |
| Fort Madison | 1,296,336.00 | 5,790.46 | 0% |
| Mitchellville | 773,032.09 | 5,118.52 | 1% |
| Mt. Pleasant | 1,032,789.97 | 15,652.71 | 2% |
| Newton | 395,898.26 | 97,559.39 | 25% |
| Oakdale | 390,443.31 | 19,464.79 | 5% |
| Rockwell City | 251,566.94 | 10,602.94 | 4% |
| Cultural Affairs | 371,562.25 | 45,845.00 | 12% |
| Economic Development | 2,733,082.00 | 421,211.00 | 15% |
| Education | 3,763,127.93 | 174,377.51 | 5% |
| Iowa Public Television | 644,381.10 | 117,732.99 | 18% |
| Voc. Rehab | 5,064,460.95 | 58,801.17 | 1% |
| Elder Affairs | 359,737.49 | 32,315.94 | 9% |
| Ethic/Campaign Disclosure | 23,166.66 | 318.16 | 1% |
| General Services Capitols 335 | 30,282,124.80 | 1,882,481.42 | 6% |
| General Services 337 | 18,079,874.51 | 92,204.79 | 1% |
| General Services 338 Fleet&Mail | 344,290.44 | 750.59 | 0% |
| Printing 339 | 221,378.76 | 40,756.50 | 18% |
| Information Tech. | 906,190.06 | 326,431.33 | 36% |
| ICN | 56,274.90 | 51,129.84 | 91% |
| Governor | 78,134.58 | 8,011.27 | 10% |
| Management | 120,794.20 | 8,707.78 | 7% |
| Human Rights | 87,680.79 | 28,978.47 | 33% |
| Human Services 401 | 1,465,664.17 | 74,522.46 | 5% |
| Human Services 402 | 4,120,962.51 | 167,310.78 | 4% |

| Agency | YTD Total Spending | YTD TSB Spending | YTD TSB % |
|---------------------------|-----------------------|----------------------|------------|
| Human Services 413 | 11,058,740.97 | 740,077.87 | 7% |
| Toledo | 104,950.70 | 1,704.77 | 2% |
| Eldora | 879,970.69 | 6,161.37 | 1% |
| Cherokee MHI | 224,085.49 | 21,185.29 | 9% |
| Clarinda MHI | 299,682.71 | 5,215.75 | 2% |
| Independence MHI | 2,065,208.70 | 9,020.34 | 0% |
| Mt. Pleasant MHI | 367,780.57 | 483.15 | 0% |
| Glenwood HS | 707,636.94 | 47,103.70 | 7% |
| Woodward HS | 970,390.93 | 13,413.31 | 1% |
| Inspections & Appeals | 61,389.10 | 41,583.40 | 68% |
| Public Defender-428 | 227,929.35 | 209,543.91 | 92% |
| Racing & Gaming-429 | 180,234.64 | 4,343.22 | 2% |
| Judicial Department | 7,836,516.42 | 63,666.77 | 1% |
| Law Enforcement Academy | 434,232.55 | 11,955.81 | 3% |
| Natural Resources | 6,613,887.79 | 794,808.35 | 12% |
| PERB | 7,380.88 | 409.50 | 6% |
| Personnel | 1,686,290.21 | 196,232.35 | 12% |
| IPERS | 306,328.80 | 17,239.09 | 6% |
| Public Defense | 13,629,335.09 | 174,977.21 | 1% |
| Emergency Mgmt. | 618,426.50 | 43,684.99 | 7% |
| Public Health | 931,831.48 | 467,509.46 | 50% |
| Public Safety | 726,008.24 | 99,565.59 | 14% |
| Revenue & Finance | 542,816.73 | 66,405.02 | 12% |
| Lottery | 544,721.89 | 14,038.21 | 3% |
| Transportation | 577,356,578.10 | 36,947,227.64 | 6% |
| Veterans Affairs | 2,014,798.08 | 2,966.04 | 0% |
| Workforce Development | 839,003.15 | 155,329.45 | 19% |
| Leg. Fiscal Bureau | 50,714.81 | 6,699.16 | 13% |
| Leg. Service Bureau | 66,428.34 | 21,270.01 | 32% |
| Leg. Computer Support | 665,458.14 | 1,631.80 | 0% |
| Leg. Ombudsman | 71,159.02 | 471.84 | 1% |
| Secretary of State | 683,299.85 | 4,617.17 | 1% |
| State Treasurer | 181,079.93 | 26,914.14 | <u>15%</u> |
| YTD Total Spending | 975,815,516.38 | | |
| YTD TSB Spending | | 57,022,089.98 | |
| | | | 6% |
| Community College Totals | | 494,986.24 | |

Affirmative Action – Executive Branch

In its role to oversee the implementation of sections 19B.1 through 19B.5 of the Iowa Code, the Department of Management reviewed the 2002 affirmative action report for the executive branch departments (except the Regents' institutions). The report entitled "Affirmative Action in Iowa – a Review of Affirmative Action in the Executive Branch of State Government – September 2002" can be viewed at the Iowa Department of Personnel (IDOP) website--<http://www.state.ia.us/idop/>. The overall number of full-time employees decreased by 1,359 between FY 01 and FY 02.

- Females decreased by 625 but increased in their percentage of the workforce
- Minorities decreased by 60 but their percentage in the workforce remained the same.
- Persons with disabilities decreased by 114 and their percentage in the workforce also decreased. The Department of Management continues to work with IDOP to focus on persons with disabilities in order that the state's work force aligns closer with the available work force in Iowa.

Executive Branch

- **FY 2002 Full-Time Work Force = 18,953**

| Total Employees | Employees with Disabilities | | | | Minorities | | | | Females | | | |
|--------------------|--------------------------------|-----|-----|---|------------|-----|-----|---|---------|------|------|---|
| | # | % | ** | % | # | % | ** | % | # | % | ** | % |
| | Avail | | | | Avail | | | | Avail | | | |
| 18,953 | 838 | 4.4 | 7.6 | | 957 | 5.0 | 3.4 | | 9,387 | 49.5 | 46.0 | |

* As of 6/02 Regents' Institutions not included.

** Iowa Labor Force availability based on 1990 Census Data..

Executive Branch

- **FY 2001 Full-Time Work Force = 20,312**

| Total Employees | Employees with Disabilities | | | | Minorities | | | | Females | | | |
|--------------------|--------------------------------|-----|-----|---|------------|-----|-----|---|---------|------|------|---|
| | # | % | ** | % | # | % | ** | % | # | % | ** | % |
| | Avail | | | | Avail | | | | Avail | | | |
| 20,312 | 952 | 4.7 | 7.6 | | 1,017 | 5.0 | 3.4 | | 10,012 | 49.3 | 46.0 | |

* As of 6/01 Regents' Institutions not included.

** Iowa Labor Force availability based on 1990 Census Data.

**Affirmative Action - Regent Institutions, AEA's, Community Colleges,
Public and Private Schools**

** Due to budget constraints, the Board of Regents did not hold their annual meeting in December allowing them to have the affirmative action results approved and to the Department of Management by December 31. The meeting will be held January 15 and 16, the results will be available January 31*

**AEAs, Community Colleges, Public and Private Schools
2000-01**

| School | Total Workforce | Minorities | | | Females | | |
|---------------------------------|-----------------|------------|-----|--|---------|------|--|
| | | # | % | | # | % | |
| AEAs* | 2337 | 24 | 1.0 | | 1800 | 77.0 | |
| Community Colleges ¹ | 1998 | 56 | 2.8 | | 990 | 49.5 | |
| Community Colleges ² | 5203 | 168 | 3.2 | | 3062 | 58.9 | |
| Nonpublic Schools* | 2688 | 25 | .9 | | 2108 | 78.4 | |
| Public Schools* | 37694 | 699 | 1.9 | | 25680 | 68.1 | |

AEAs, Nonpublic Schools and Public Schools

*Full-time licensed staff only

Source: Department of Education, Basic Educational Data Survey (BEDS) Staff File

Community Colleges

Community Colleges¹ - full-time instructional staff are classified as instructors by the community college and from the Management Information System (MIS) [it is unknown if they hold a license].

Community Colleges² - total full-time staff are the following classifications of the MIS system:

- Administrative
- Instructional
- Professional
- Secretarial and Clerical
- Service

**AEAs, Community Colleges, Public and Private Schools
2001-02**

| School | Total Workforce | Minorities | | | Females | | |
|---------------------------------|-----------------|------------|-----|--|---------|------|--|
| | | # | % | | # | % | |
| AEAs* | 2334 | 28 | 1.2 | | 1838 | 78.4 | |
| Community Colleges ¹ | 1965 | 57 | 2.9 | | 968 | 49.3 | |
| Community Colleges ² | 5101 | 174 | 3.4 | | 2983 | 58.5 | |
| Nonpublic Schools* | 2716 | 15 | .6 | | 2149 | 79.1 | |
| Public Schools* | 37992 | 695 | 1.8 | | 26146 | 68.8 | |

*Full-time licensed staff only

Source: Department of Education, Basic Educational Data Survey (BEDS) Staff File